

# Division of Human Resources

Analyst: Castro

## Historical Summary

OPERATING BUDGET	FY 2007 Total App	FY 2007 Actual	FY 2008 Approp	FY 2009 Request	FY 2009 Gov Rec
<b>BY FUND CATEGORY</b>					
Dedicated	2,924,900	2,722,300	3,015,000	1,949,400	1,989,100
Percent Change:		(6.9%)	10.8%	(35.3%)	(34.0%)
<b>BY OBJECT OF EXPENDITURE</b>					
Personnel Costs	2,183,400	1,799,400	2,311,000	1,390,600	1,434,700
Operating Expenditures	712,900	900,600	704,000	549,400	549,400
Capital Outlay	28,600	22,300	0	9,400	5,000
<b>Total:</b>	<b>2,924,900</b>	<b>2,722,300</b>	<b>3,015,000</b>	<b>1,949,400</b>	<b>1,989,100</b>
Full-Time Positions (FTP)	36.00	36.00	36.00	18.00	18.00

## Division Description

The Division of Human Resources manages a comprehensive personnel merit system for classified state employees. The system consists of recruitment, applicant screening, examination systems, job classification, salary administration, employee training and development, an appeals process for disciplinary actions, and an employee information system.

Most of the former powers and duties of the Personnel Commission were statutorily transferred to the Administrator of the Division of Human Resources in FY 2000. This position is appointed by and reports to the Governor. The Personnel Commission still exists to hear appeals of dismissals, demotions, or suspensions by agency directors, or rulings made by the Administrator.

[Statutory Authority: Idaho Code §67-5301 et seq.]

On April 19th 2007 the Governor's Office issued Executive Order #2007-04. The order is as follows:

WHEREAS, the supreme executive power of the State is vested in the Governor by Section 5, Article IV of the Constitution of the State of Idaho; and WHEREAS, civil administrative departments and divisions have been created for the Governor to exercise a portion of his executive authority to ensure that the laws of the State are faithfully executed; and WHEREAS, Title 67, section 5301 of the Idaho Code, established the Division of Human Resources in the Office of the Governor; and WHEREAS, the Division of Human Resources is authorized and directed by the laws of the State of Idaho to administer a personnel system for classified Idaho employees; and WHEREAS, an opportunity exists to improve the means whereby classified employees of the State of Idaho are examined, selected, retained and promoted on the basis of merit, thus effecting economy and efficiency in the administration of state government;

NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by the authority vested in me by the Constitution and laws of this State do hereby direct the Division of Human Resources to:

1. Enter into an agreement with the Department of Labor whereby the Department will:
  - a) Recruit and screen applicants for classified positions in state government;
  - b) Establish and maintain hiring registers for classified positions in state government;
  - c) Conduct annual salary and benefit surveys at the direction of the Division of Human Resources; and
  - d) Maintain an automated system for recruiting and tracking applicants for classified positions in state government.
2. Enter into an agreement with and delegate to the Division of Professional-Technical Education the authority to train certain state employees on human resource related topics applicable to all state agencies including, but not limited to, supervision of employees, employee evaluations, dispute resolution and stress management.

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3. Delegate one or more of the following functions to any state agency if the Division of Human Resources determines that the agency has a qualified human resource staff based on criteria developed by the Division:
  - a) Hiring;
  - b) Salary administration;
  - c) The classification of positions within the agency and the compensation paid to its employees in accordance with law and any guidelines of the Office of the Governor;
  - d) The maintenance, management and retention of personnel records; and
  - e) Other administrative human resource functions related to the agency as determined by the Division of Human Resources.

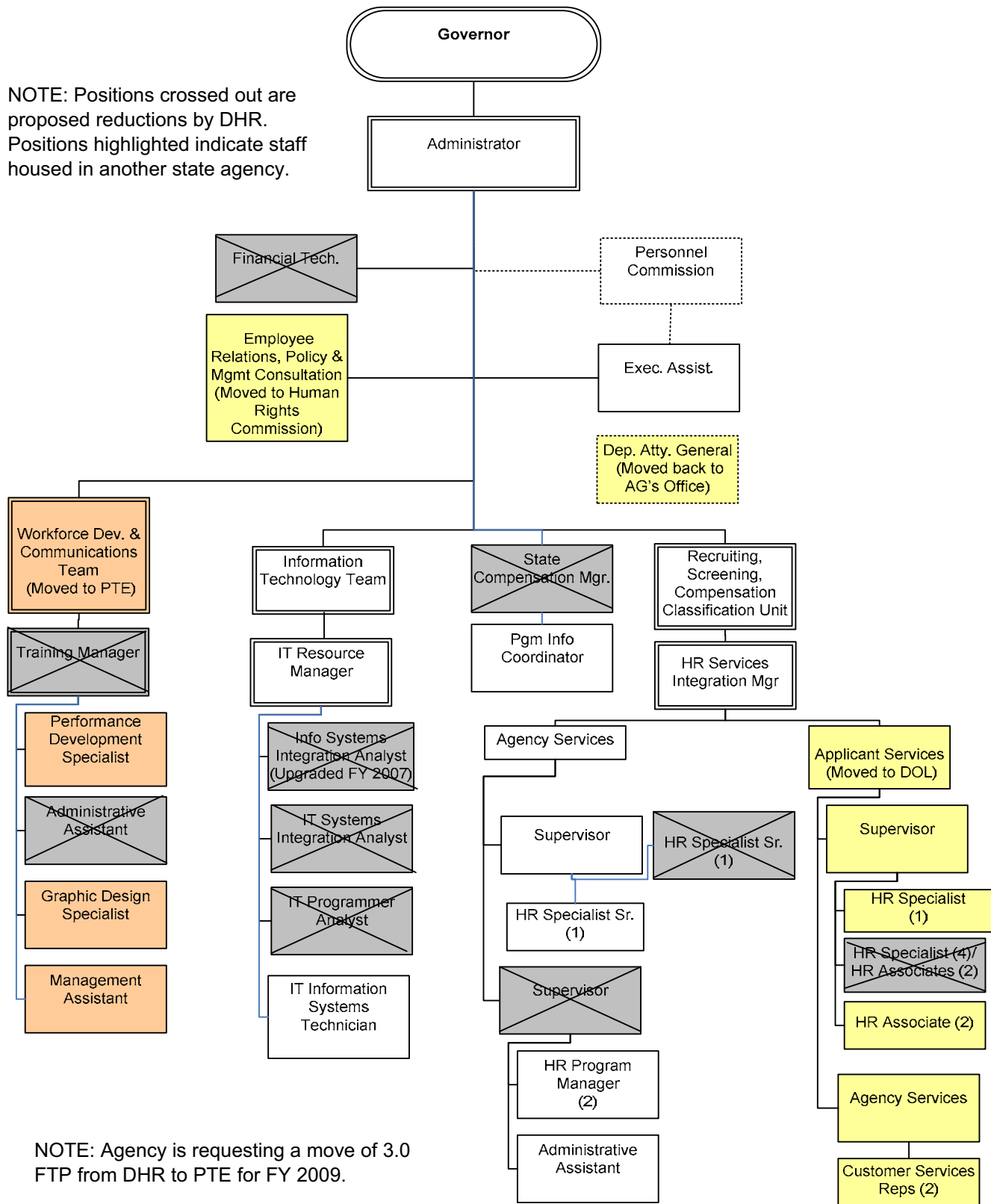
All remaining duties and responsibilities for the state personnel system, including, but not limited to, the responsibility to promulgate administrative rules, shall be retained by the Division of Human Resources.

# Division of Human Resources

## Agency Profile

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NOTE: Positions crossed out are proposed reductions by DHR.  
Positions highlighted indicate staff housed in another state agency.



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## Comparative Summary

Decision Unit	Agency Request			Governor's Rec		
	FTP	General	Total	FTP	General	Total
<b>FY 2008 Original Appropriation</b>	<b>36.00</b>	<b>0</b>	<b>3,015,000</b>	<b>36.00</b>	<b>0</b>	<b>3,015,000</b>
<b>FY 2009 Base</b>	<b>36.00</b>	<b>0</b>	<b>3,015,000</b>	<b>36.00</b>	<b>0</b>	<b>3,015,000</b>
Benefit Costs	0.00	0	82,300	0.00	0	79,600
Replacement Items	0.00	0	9,400	0.00	0	5,000
Statewide Cost Allocation	0.00	0	(4,600)	0.00	0	(4,600)
Change in Employee Compensation	0.00	0	11,700	0.00	0	58,500
<b>FY 2009 Program Maintenance</b>	<b>36.00</b>	<b>0</b>	<b>3,113,800</b>	<b>36.00</b>	<b>0</b>	<b>3,153,500</b>
1. Shift HR Duties to Agencies	(15.00)	0	(828,800)	(15.00)	0	(828,800)
2. Transfer FTP and Funding to PTE	(3.00)	0	(335,600)	(3.00)	0	(335,600)
<b>FY 2009 Total</b>	<b>18.00</b>	<b>0</b>	<b>1,949,400</b>	<b>18.00</b>	<b>0</b>	<b>1,989,100</b>
Change from Original Appropriation	(18.00)	0	(1,065,600)	(18.00)	0	(1,025,900)
% Change from Original Appropriation			(35.3%)			(34.0%)

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Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>FY 2008 Original Appropriation</b>	36.00	0	3,015,000	0	3,015,000
<b>FY 2009 Base</b>					
Agency Request	36.00	0	3,015,000	0	3,015,000
Governor's Recommendation	36.00	0	3,015,000	0	3,015,000
<b>Benefit Costs</b>					
Reflects \$2,075 per position or a 29% increase in employer-paid health insurance premiums from \$7,125 to \$9,200 per year. This increase is artificially inflated since the rates have been frozen for the last two years, with increases being covered from reserves.					
Agency Request	0.00	0	82,300	0	82,300
Governor's Recommendation	0.00	0	79,600	0	79,600
<b>Replacement Items</b>					
The Division is requesting replacement capital outlay for one infocus projector (\$2,500), 2 network printers (\$4,400), and one network color printer (\$2,500).					
Agency Request	0.00	0	9,400	0	9,400
Governor's Recommendation	0.00	0	5,000	0	5,000
<b>Statewide Cost Allocation</b>					
This decision unit includes adjustments for services provided by state agencies as follow: (\$3,700) for Attorney General fees, \$400 for Risk Management fees, (\$1,200) for State Controller fees, and (\$100) for State Treasurer fees.					
Agency Request	0.00	0	(4,600)	0	(4,600)
Governor's Recommendation	0.00	0	(4,600)	0	(4,600)
<b>Change in Employee Compensation</b>					
Agencies were instructed to input a CEC based on a 1% calculator.					
Agency Request	0.00	0	11,700	0	11,700
Governor's Recommendation	0.00	0	58,500	0	58,500
<b>FY 2009 Program Maintenance</b>					
Agency Request	36.00	0	3,113,800	0	3,113,800
Governor's Recommendation	36.00	0	3,153,500	0	3,153,500

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Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>1. Shift HR Duties to Agencies</b>					
<p>In 2007, the Governor recommended devolving the Division of Human Resources (DHR), but the proposed enabling legislation (S 1178) was pulled from committee by the Governor's office prior to a vote being taken in the Senate State Affairs committee. Then on April 19, 2007 the Governor issued Exec. Order No. 2007-04 which directed DHR to "Delegate one or more of the following functions to any state agency if the Division of Human Resources determines that the agency has a qualified human resource staff based on criteria developed by the Division:</p> <ul style="list-style-type: none"> <li>a) Hiring;</li> <li>b) Salary administration;</li> <li>c) The classification of positions within the agency and the compensation paid to its employees in accordance with law and any guidelines of the Office of the Governor;</li> <li>d) The maintenance, management and retention of personnel records; and</li> <li>e) Other administrative human resource functions related to the agency as determined by the Division of Human Resources."</li> </ul>					
<p>This request is to reduce the Division of Human Resources FTP by 15.0 and \$828,800 due to shifting duties that DHR used to provide to state agencies through the delegated authority process.</p>					
<p>As of November 11th there were 18 state agencies who had signed delegated authority agreements and 33 agencies who had not; there were 4 agencies who had limited delegated authority or were still in the process of signing an MOU. The affects of delegation have spread the workload DHR used to manage back to state agencies. There were 10.5 positions added to human resource offices in the past year by state agencies to handle these additional duties, and there were 7.5 temporary employees hired to cover the new delegation of human resources responsibilities. This represents a total of 18.0 new human resources staff in FY 2008. In addition, 20 human resource positions were reclassified to higher human resource classifications to cover additional workload responsibilities placed on the current human resource staff. Finally in FY 2009 there are 7.0 new human resource positions and \$314,000 being requested in the budget.</p>					
<p>ANALYST COMMENT: The agency has requested all of the reduction in personnel costs, there is not a corresponding operating reduction requested.</p>					
<p>NOTE: See organizational chart on page 6-80 for a complete view of all position reductions.</p>					
Agency Request	(15.00)	0	(828,800)	0	(828,800)
Governor's Recommendation	(15.00)	0	(828,800)	0	(828,800)
<b>2. Transfer FTP and Funding to PTE</b>					
<p>In 2007, the Governor recommended devolving the Division of Human Resources (DHR), but the proposed enabling legislation (S 1178) was pulled from committee by the Governor's office prior to a vote being taken. On April 19, 2007 the governor issued Exec. Order No. 2007-04 which directed DHR to "enter into an agreement with and delegate to the Division of Professional-Technical Education (PTE) the authority to train certain state employees on human resource related topics applicable to all state agencies including, but not limited to, supervision of employees, employee evaluations, dispute resolution and stress management." On May 3, 2007, PTE and DHR signed a memorandum of understanding transferring the planning and coordination for the certified public manager program, supervisory training, and the state wellness program to PTE. This line item would authorize permanent transfer of the related FTPs and funding from DHR to PTE.</p>					
<p>NOTE: See organizational chart on page 6-80 for a complete view of all position reductions.</p>					
<p>ANALYST COMMENT: This appropriations request is for PTE to be directly appropriated authority to spend monies out of the Division of Human Resources fund. Idaho Code §67-5314 states: "There is hereby created in the state treasury the division of human resources fund. All participating departments are hereby authorized and directed to pay out of their funds to the state treasurer their respective shares of the authorized budget of the division. All moneys placed in said fund are hereby perpetually appropriated to the division for the administrative purposes of this chapter."</p>					
Agency Request	(3.00)	0	(335,600)	0	(335,600)
Governor's Recommendation	(3.00)	0	(335,600)	0	(335,600)

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Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>FY 2009 Total</b>					
Agency Request	18.00	0	1,949,400	0	1,949,400
<i>Governor's Recommendation</i>	<i>18.00</i>	<i>0</i>	<i>1,989,100</i>	<i>0</i>	<i>1,989,100</i>
Agency Request					
Change from Original App	(18.00)	0	(1,065,600)	0	(1,065,600)
% Change from Original App	(50.0%)		(35.3%)		(35.3%)
<i>Governor's Recommendation</i>					
<i>Change from Original App</i>	<i>(18.00)</i>	<i>0</i>	<i>(1,025,900)</i>	<i>0</i>	<i>(1,025,900)</i>
<i>% Change from Original App</i>	<i>(50.0%)</i>		<i>(34.0%)</i>		<i>(34.0%)</i>